



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

'11 NOV 23 P3:09

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Land and Natural Resources

Name of Requesting Department

Pursuant to HRS § 103D-307 and Subchapter 10, HAR Chapter 3-122, the Department requests approval for the following:


1. Date or period of Emergency: Sept. 28 - Oct. 7, 2011	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. A large branch from a tree fell onto the trellis/roof eating area of the concession at Hapuna Beach SRA, causing enough damage to require the replacement of this portion of the structure. It was unsafe for patrons or concession staff to be present near or under this area because the structure was unsound according to the contractor. It also was a hazard for the general public visiting Hapuna Beach SRA who traversed near the area.	
4. Vendor/Contractor Name: Bolton, Inc.	5. Amount of Request: \$ 9920.05
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Materials and labor to repair the roof of the concession stand at the Hapuna Beach State Recreation Area cause by broken tree limb. Remove damaged section and construct replacement trellis/roof.	
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted. This contractor was selected as they were already working on a project at Hapuna Beach SRA. They have demonstrated good workmanship and were able to complete the repair in a timely manner. This sped up the creation of a safe environment by completing the project quickly and properly. By being on property they were able to get at least a days head start on other possible contractors. The quotation offered was reasonable for the work involved.	

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Dean H. Takebayashi	State Parks	(808) 974-6206	Dean.H.Takebayashi@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.


Department Head Signature

11/21/11
Date

For Chief Procurement Officer Use Only

9. Chief Procurement Officer (CPO) Comments:

This award is required to be posted on the Awards Reporting System.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

11/25/2011
Date

